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17. ABSTRACT (MAX. 250 WORDS)

Two years of formal self-study by the faculty and administration of Palm Beach Junior College resulted in a self-evaluation report, issued in two parts. Part I covers philosophy and purposes of the college, financial resources, organization, and the educational program. Part II deals with general education, the library, faculty, student personnel services, the physical plant, and special activities.

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ERIC Form 1

~~R-6~~

Supplement to
815-4

SELF-EVALUATION STUDY

OF

PALM BEACH JUNIOR COLLEGE

SUPPLEMENT

U. S. DEPARTMENT OF HEALTH, EDUCATION AND WELFARE
Office of Education

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Lake Worth, Florida

October 1, 1960

815-4

ED000710

The following page contains a list of the committees for the Self-Evaluation Study. These committees were set up by the appointed Steering Committee who requested the entire faculty to give their first, second, and third choices of committees on which they wished to serve. Actual designation to committees was made on the basis of first and second choices only. It was planned that at least one member of the General Extension Course, ED603, must be on each of the special committees to provide for proper operation of both the committee and the class.

All committees functioned admirably and are hereby commended by the Steering Committee for the thorough, honest, and professional manner in which they carried through on their responsibilities.

Student and alumni cooperation in completing questionnaires is greatly appreciated by the College and the Steering Committee.

COMMITTEES FOR SELF-EVALUATION STUDY

Standing Committees

Planning Committee

Paul W. Allison, Chairman
Joshua Crane
Rachel F. Crozier
Craig A. Gathman
Edith F. Hall
Laurence H. Mayfield
Charles L. Sutherland

Materials Committee

Elizabeth S. Reynolds, Chairman
Robert H. Reeve
Ruth W. Dooley

Survey Committee

Esther C. Holt, Chairman
Elbert E. Bishop
Paul J. Glynn
Paul W. Graham
Nina K. Jensen
Sallie R. Taylor

Special Committees

Purpose of the Institution

Edith F. Easterling, Chairman
Floyd O. Becherer
Rose Mary Biancarosa
Joshua Crane
Rachel F. Crozier
Ples C. Masten
Lillian M. Smiley

Financial Resources

Emma J. Phillips, Co-Chairman
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James M. Baugher
Elbert E. Bishop
Kenneth L. Yoder

Organization

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Frank M. Dudley
Harold C. Manor
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Vada Belle Purifoy

Educational Program

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Esther C. Holt, Co-Chairman
Paul W. Allison
Robert L. Batson
Clyde P. Ferguson
William Kirshner

COMMITTEES FOR SELF-EVALUATION STUDY

Special Committees, Cont.

General Education

William B. Galbraith, Chairman
Nina K. Jensen, Recorder
Mary S. Albertson
Watson B. Duncan, III
Elisabeth Erling
Grover C. Gentry
Lee McKinney
Charles L. Sutherland
Harvey C. Ward

Library

Elizabeth S. Reynolds, Chairman
John J. Chesnut
Ruth W. Dooley
James W. Froberg
Thomas F. Wyatt, Jr.

Faculty

David A. Forshay, Chairman
Jane R. Boyce, Recorder
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Sallie R. Taylor
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Physical Plant

Roy E. Bell, Chairman
Richard D. Hill
Herbert W. Winstead
J. Robert Meachem

Special Activities

Francis L. Leahy, Chairman
Patricia Kyle
Marilyn Jane Leaf
Letha Madge Royce
Meacham O. Tomasello

ERRATA

The following errors in the Self-Evaluation Study are called to the attention of the reader:

page 11 - "History and Present Status of Expenditures", I, A-2, should read $3850, not $3800.

page 11 - Note at bottom of page should read--".....salary can be claimed for ASIS and SPS units".

page 12 - Paragraph "D" should read -- "for each eight teaching units, funds are allocated for one Administrative Special Instruction Service unit (ASIS).

page 67 - First line under PBJC equivalent courses for University of Florida: delete History 101-102. University of Florida has accepted this in the past, according to Registrar.

page 67 - Under Florida State University Requirements, Heading III, should read across page -- "Social Science 6-12 hrs. Social Science 101, and Social Science 102, or Political Science 201, or History 201."

page 98 - Eliminate paragraph three since following list does not tally with it.

page 186 - Under Philosophy, I, A, should read -- "aerial", not "serial".

page 294 - Under listing for 1948, eliminate word "medical", inasmuch as there is another alumna now in medical profession.

page 354 - Eliminate first sentence: "Standards of instruction are set by the Director of the Evening Division rather than through department heads as in Day program." Department heads are responsible for standards of instruction in the Evening Division as well as for the Day program.

Implementation of Recommendations

ORGANIZATION

Section III

Recommendations, Page 34, Self-Evaluation Study

1. All faculty members are securing transcripts for their folders in the President's office.

2. A nursing brochure has been prepared and is being given wide distribution. Funds have been budgeted and initial preparation is under way for a technical program brochure.

3. We are and have been moving in this direction as rapidly as expedient.

4. The lines of communication have been discussed with the faculty and every effort is being made to establish them firmly -- at all times maintaining an "open door" policy to the President.

5. Request has been made to the Board of Public Instruction for approval of a policy to permit professional leave in pre and post school periods to attend college for advanced study regardless of certification purposes.

6. This matter has been discussed with county school officials and the merit of the recommendation has been recognized. As soon as this becomes feasible it may be implemented.

EDUCATIONAL PROGRAM

Section IV

Recommendations, Page 105, Self-Evaluation Study

1. The deadline for catalog revision is set for October 15, 1960. The department heads, along with the administrative committee will have established clearly the admissions policies of the college.

2. Page 39, paragraph three, of the Study has been amended as follows:

   "A student who passes none of his work attempted is subject to automatic suspension for one semester whether he has previously been on probation or not."

3. A system of probation has been established to be implemented in the Fall semester of 1960. Briefly stated, it is as follows:

   A regularly enrolled student must maintain a quality point average of 1.2 for the first semester enrolled as a freshman; a 1.4 quality point average for the second semester; a 1.6 quality point average for the third semester; and a 2.0 quality point average for the fourth semester.

   Special students must maintain a 1.5 quality point average to remain in good standing in order to be eligible to enroll for further study.

   If a student's standing falls below the above quality point averages, he is placed on academic probation for one semester. If he does not remove the probation in the next semester enrolled, he is suspended from the college for one semester. A student readmitted after suspension is given one semester to remove probation or is further suspended.

4. As a result of Administrative Committee action, the Registrar has made the decision that students may enroll for the number of semester hours that the various curricula lists in the catalog. A one semester hour over-load may be carried with the approval of the Registrar. It is further recommended that students on academic probation carry proportionately fewer hours until probational status is removed.

5. A sophomore testing program will be instituted in the Spring semester of 1961.

6. Inasmuch as the State Department of Education has charged the individual junior colleges in Florida with the responsibility of developing General Education programs that will have universal acceptance at the state supported institutions of higher education, it has been imperative that study in this area be carried out. A regional meeting of the junior colleges in the lower East Coast of Florida met to determine some common policies as regards the General Education program. Plans are under way for a continuing study of this problem within the college.

7. The process of analysis of curricula is underway and areas of inconsistency will be removed with the revision of the catalog by October 15, 1960.

8. As a result of high school records or of testing results of tests administered by the College, students may be admitted in advanced sections in English, Mathematics, and foreign languages.

9. The questionnaire developed to measure the impact of the college program upon the student was given to the sophomore class during the final examination period of the Spring semester, 1960. It was suggested that this procedure be continued with the incoming Freshmen for the Fall semester, 1960.

10. Departments are in the process of evaluation of courses offered.

GENERAL EDUCATION

Section V

Recommendations, Page 238, Self-Evaluation Study

Recommendations 1 - 4 and 6 - 12, by vote of the Faculty, September 29, 1960, is referred to the Curriculum Committee for further study.

5. Health is being offered for the Fall semester, 1960, on a two hour basis for only one semester - coeducational.

LIBRARY

Section VI

Recommendations, Page 246, Self-Evaluation Study

X. Library

A. A better reserve book section will be provided in the library addition which is now under construction.

B. A better Audio-Visual program is being developed.

C. The reference librarian is available when she is not the only librarian and her duties do not claim her elsewhere.

D. The addition is under construction.

E. The matter of student indoctrination in library use has not yet been worked out with the English Department and the Administration.

F. Better student and faculty use of the library is being encouraged. Still more planning and working with the faculty is needed.

G. Although students need to use the library more, it is difficult for the librarians to require the faculty to assign library work.

XIII. Audio-Visual

A. No classes are scheduled to meet in the A-V room.

B. A student assistant is available to operate the A-V equipment at night. The instructor may choose to operate the equipment himself, but if a student assistant does it he is paid $1.00 by the College and $1.00 by the instructor -- $2.00 per evening.

C. There is still a lack of equipment to expand the program to its fullest. However, since the evaluation report was written last Spring, a new 16 mm. sound projector has been purchased, the College has a portable screen, and an overhead projector is in the budget for this school year.

D. Most of the classrooms cannot be darkened.

E. The A-V budget has been centralized in one fund.

FACULTY

Section VII

Recommendations, Page 297, Self-Evaluation Study

A. Orientation of new faculty members. In pre-school period considerable time is devoted to this, both at the College and with the general County program. During the school year other sessions are contemplated.

B. Discussion of contents of Faculty Handbook. All new staff members have gone over this in detail. The other faculty members, having just finished the Self-Evaluation report are familiar with the handbook contents at present.

C. Quality of expected students. An extensive testing and record program is now being used. SCAT test results, senior placement grades, high school transcripts, and test results in the areas of Mathematics and English are available to all faculty members.

D. Revisions of Faculty Handbook. These are made yearly by a committee of the faculty.

E. Promulgation of policy changes. Policy changes are discussed at faculty meetings throughout the entire year.

F. Equating of teaching loads. The administration attempts to base teaching loads on student contact hours and special duties assigned.

G. Additional funds for expenses in attending meetings, etc. The budget this year provides $4,462 as against $2,725 last year, while the staff has only increased from 63 to 78 in the same period.

H. Greater salary differential for Junior College personnel over the regular county scale. This is under advisement now.

I. Development of leadership in students. Every effort is made to do this, but two years is a very short time in which to reap much benefit.

J. Follow-up studies of student achievement:

1. Annual sophomore achievement tests will be inaugurated May, 1961.

2. Three and five year follow-up studies. This is in a planning stage at present.

3. Complete file of alumni records. An address file has been begun.

4. Full time alumni secretary. Due to lack of funds, a full-time secretary is not now contemplated, but efforts are being made to secure scholarship money to provide a part-time assistant.

K. File on faculty achievements. This is being done and has been in progress for over a year.

L. More autonomy be granted to Palm Beach Junior College by the County Board.

1. Fiscal control. Some slight progress is being made. Bids now are submitted to the College. Since state regulations are involved in fiscal matters, progress is necessarily slow.

2. Personnel regulations. The County Board now has permitted Palm Beach Junior College to:

Allow credit on the salary scale for years experience in college teaching.

Allow credit on salary scale for industrial experience for technical personnel.

A change of policy for professional leave, to be granted to the College staff for any worthy cause, provided the individual will be returning the following year, has been requested.

Applications for teaching positions are made directly to Palm Beach Junior College.

3. Academic calendar. Palm Beach Junior College already has its own calendar. Any shortening of the teaching year will result in reduced ADA money and would be detrimental to the college.

STUDENT PERSONNEL SERVICES

Section VIII

Recommendations, Page 326 & 327, Self-Evaluation Study

A. To improve organization and administration:

1. Charts with detailed job descriptions are being prepared.

2. A review of existing forms is underway. Such a review will be one phase of study at staff meetings.

3. The purchase of a movable file will not be feasible at this time. This type of file has had to be cut from the budget.

4. A periodical bulletin from the Student Personnel Department to the faculty is planned. Also, a place has been provided in the file room where faculty may use the student personnel folders.

5. A check list of activities was obtained from about half of our second-year students last year and filed in their student personnel folders. This year we hope to improve our check list and to extend the number of respondents to include all of our second-year students, and eventually all students.

6. The Personnel Department is working on a detailed explanation of the use of the student personnel folder, which explanation may be used in orienting the faculty.

B. To expand the physical plant:

1. One additional office has been added to the Student Personnel facilities. This office is located in the Science Building in which there have not been any Student Personnel offices previously. In addition, improvements providing greater privacy are underway in Administration #5, a Personnel office in the Administration Building. New furniture has been requisitioned for the Deans' offices, and improvements of the Student Personnel reception room are also planned.

2. Plans are underway for additional recreational facilities in the Physical Education Department, but the activation of these plans will have to wait on an expanded budget.

C. To refine services to students:

1. One very worth-while meeting of the landlords renting to Palm Beach Junior College students was held in the Spring of this year, 1960. A suggested agreement between householder and student was accepted, but with the understanding that it would be used only as a suggestion. (see attached forms)

2. File of available housing has been partially inspected.

3. Arrangements have been made with the County Health Department to provide a visiting nurse for the Junior College Clinic. At present the visiting nurse will be with us on the first and third Fridays of each month. We hope that this will later be extended to full-time.

4. A general, compulsory orientation session is held prior to the registration of freshmen and is followed by:

a. The Dean of Students meeting with special groups, such as veterans, for further orientation.

b. Department advisors meeting with individuals or small groups who are majoring in their departments. These meetings occur at the time of registration and throughout the year at the discretion of the head of the department.

5. A faculty orientation committee, appointed by the President of the College has met with the Student Government officers to make improvements in our orientation program. A rotation policy is followed.

6. The danger of excessive part-time work is clearly presented in orientation. Also on the bulletin board where notices of part-time jobs offered by local merchants and manufacturers are posted, the Personnel Department plans to place a large, conspicuous notice further emphasizing the danger of excessive part-time work.

7. According to present plans, a list of regulations concerning all intramural athletics will be placed in the Student Handbook at its next publication.

8. Lack of finances has made inactive our plans for the transportation of Palm Beach Junior College touring groups such as the College Singers.

9. An alumni news letter is planned and the actual work on its publication has begun, but as yet no financial resource for the hiring of an alumni secretary is available.

D. To aid student activities, defined as "groups that are working together to accomplish some goal other than class activities".

1. Yes, the eligibility of officers and other student leaders is being verified.

2. Eligibility of members of social clubs and of individuals taking acting parts in dramatic productions is also verified but more by administration than by officers or student leaders. Further work in this area is planned.

3. An organization for out-of-town students is underway.

4. A get-acquainted dance for entering freshmen soon after their arrival was held on September 15.

5. Student Government facilities have been improved. A desk and a filing cabinet in the Student Personnel office have been arranged, but the publication of a policy book is still in the planning stage.

6. As yet Student Government funds for student organizations to perform in public have not been provided.

SPECIAL ACTIVITIES

Section X

Recommendations, Page 357, Self-Evaluation Study

A. It is believed that the criteria for offering courses should be based upon 15 individuals.

B. Has no meaning -- delete.

C. At the present time, all special activities are being provided that seem possible to provide. Any new activities should be in keeping with the stated purposes and philosophy of the institution.

D. At the present time there seems to be no need to extend the Day program into the Belle Glade area. There aren't enough students from that area to warrant establishing a branch of the college there.

E. Yes, we need TV as a part of Day and Evening study. Its progress depends upon the money available.

PALM BEACH JUNIOR COLLEGE
STUDENT PERSONNEL OFFICE

SUGGESTED AGREEMENT BETWEEN HOUSEHOLDER AND STUDENT:

It is mutually agreed between_____student, and_____householder, that the following conditions as stated are to be lived up to:

1. Student required to pay the whole rent of room or apartment or to find a roommate.
2. Student is to board_____; do light housekeeping_____; eat out_____
3. Student may bring food to room. Yes_____ No_____
4. Weekly cleaning is done by_____
5. Student agrees to keep his or her room neat at all times_____
6. Daily cleaning is done by_____
7. Sheets furnished weekly_____. Towels_____
8. Student may use the living room at the following times_____

   _____
9. Extra charge for use of appliances_____
10. Student may use the laundry at the following times_____

    Drying facilities_____.

    Restrictions on appliances_____
11. Rate of board per week_____. Rebate for absence_____
12. Use of room when student is absent_____
13. Utilities will be paid by_____
14. Room will be quiet for study_____
15. Students agree to care properly for property of room_____

    To pay for breakage other than natural wear_____
16. This agreement is made for period from_____to_____
17. Room rent is paid (state time)_____
18. Rent of room or apartment per week (7 days) is_____

19. Householder will report all illnesses of students_____

20. Student will report all absences overnight to householder_____

21. Comfortable temperature will be maintained in cold weather_____

22. Householder and student agree to uphold house rules_____

23. Householder agrees to inspection at any time by the College_____

Both householder and student recognize binding effects of this agreement unless terminated by mutual consent.

_____Student

_____Householder

_____Address

_____

PALM BEACH JUNIOR COLLEGE
STUDENT PERSONNEL OFFICE

TO: HOUSEHOLDERS RENTING TO MEN:

RECOMMENDED POLICIES:

1. No alcoholic beverages are to be permitted at any time.
2. Excessive speeding and "hot-rodding" should not be permitted.
3. Parties and group gatherings should be regulated.
4. Students should be encouraged to have regular study habits.
5. Female guests restricted to designated area.
6. Excessive noise to such an extent as to disturb the neighborhood should not be permitted. All violations should be reported to the police and to the Deans at the same time.
7. The Student Handbook states: "Any student who becomes involved with the law to such an extent that the character and citizenship are under question, will be brought by the Deans before the Administrative Committee for disciplinary action."
8.
9.
10.

PALM BEACH JUNIOR COLLEGE
STUDENT PERSONNEL OFFICE

HOUSEHOLDERS RENTING TO GIRLS: In view of the fact that society views the conduct of girls in a different light from men, it is essential that the policies governing their activities be more specific. The following items are suggested for discussion:

I. ADVISORS:

Junior College girls who are not living at home should be under the advisement of some designated person, preferably the wife of the householder, or the householder herself in case the householder is a woman, provided of course that the householder lives in the same building or the immediate vicinity. In case the householder lives at a distance, it is advisable that the Junior College girl have a roommate, and that the roommates should serve as advisors for each other, reporting illnesses to the Dean, etc.

II. AT-HOME HOURS:

1. Freshmen girls should not leave their lodging before 6:30 A.M. or remain out after 7:30 P.M. on week nights, 12:30 P.M. on Friday and Saturday, and 10:30 on Sunday.

2. The same hours should apply to sophomore girls except that they may remain out until 10:30 P.M. on week nights.

3. If a girl wishes to make an exception to these hours in order to study in the library or to attend some special function, she should notify her advisor.

III. STUDY HOURS:

1. All freshmen girls should study from 7:30 to 10:00 P.M. Sophomore girls are urged to take advantage of these same study hours.

2. This study period should be a time of quiet and study. There should be no guests or "bull sessions", no radios or T.V.

IV. GUESTS:

1. Any overnight guest, whether girl friend or member of the girl's family, should be reported to her advisor.

2. Gentlemen friends may be entertained only in the living room but not during any at-home hour, nor after 11:00 o'clock in the evening.

3. Guests should not be entertained in cars parked in front of the house or apartment.

V. DATES:

1. Dates should be arranged with the understanding that the girl will be at home at the hour designated.

2. The return home from a date, especially if it is at a late hour, should be as quiet as possible. (Please, no "Hot-rods".)

VI. EXCESSIVE NOISE:

1. Excessive noise to such an extent as to disturb the neighborhood may result in some one's reporting the disturbance and a visit from the police.

2. The Student Handbook states that "Any student who becomes involved with the law to such an extent that his character and citizenship are under question will be brought by the Deans before the Administrative Committee for disciplinary action."

STUDENT PERSONNEL OFFICE
September 6, 1960

ORIENTATION AND TESTING FOR INCOMING AND TRANSFER STUDENTS - SEPTEMBER 1960
FIRST SEMESTER - AUDITORIUM

8:00 - 9:00 A.M.

1. PASS OUT STUDENT GOVERNMENT MATERIALS - DINKS, HANDBOOK, FACULTY ADVISORY SHEET, ETC.

9:00 - 11:00 A.M.

1. INTRODUCTION OF DR. MANOR - By Dean Paul J. Glynn
   a. Purpose of College

2. INTRODUCTION OF STUDENT PERSONNEL STAFF
   a. Dean Paul Glynn
   b. Dean Rachel Crozier
   c. Mrs. Elizabeth Crockett
   d. Mr. Wilbur Weston
   e. Mr. Robert Replogle
   f. Mr. Melvin Riggs

3. INTRODUCTION OF MR. BISHOP, REGISTRAR
   a. Registration Procedures
   b. Subject load
   c. Transfer of credits

4. INTRODUCTION OF MR. BAUGHER, FINANCE OFFICER
   a. Payment of bills
   b. Book Store

(Note: the above personnel must return to registration of sophomores.)

5. INTRODUCTION OF MR. DUNCAN, CHAIRMAN, ENGLISH DEPARTMENT
   a. How to Study

6. INTRODUCTION OF STUDENT GOVERNMENT OFFICERS
   a. Russell Martin, President
   b. Mike Pfeilmeir, Vice-President
   c. Helen Hurlbut, Secretary
   d. Barbara Pribula, Treasurer

7. COLLEGE YEAR BOOK, "GALLEON"
   a. Editor, Patricia Sheppard

8. BEACHCOMBER
   a. Ronald Wicknick, Carol Dummit, Acting Editors

9. MEDIA

10. SOCIAL CLUBS - RULES FOR PLEDGING - Gary Perkins
    a. Alpha Fidelphia
    b. Phi Da Di
    c. Chi Sig
    d. Thi Del
    e. Philo
    f. Tri Omega

11. HONOR SOCIETIES - Bernd Fossum, President, Sigma Epsilon Mu
    a. Phi Theta Kappa
    b. Phi Rho Pi
    c. Engineer's Club - Sigma Epsilon Mu

12. INTEREST AND SERVICE CLUBS - Russell Martin, President, Student Government
    a. Circle K
    b. Co-Ed
    c. College Forum
    d. College Singers
    e. Debate
    f. Foreign Language Club
    g. Christian Fellowship
    h. Jewish Fellowship
    i. Catholic Students
    j. Radio
    k. Student FEA
    l. Vet's Club
    m. Mature Students
    n. Fla.Academy of Science
    o. Automobile Club
    p. Political Union
    q. College Safety Committee
    r. Art Club

11:00 - 12:00 NOON

1. STUDENT HANDBOOK
    a. Dean Glynn

2. MEETING OF STUDENTS NEEDING RIDES TO SCHOOL OR ROOMS OR ROOMMATES

12:00 - 1:00 P.M. - LUNCH

1:00 - 2:00 P.M.

1. FIVE MINUTE TALKS BY DEPARTMENT HEADS ON INFORMATION PERTAINING TO MAJOR FIELDS OF ENDEAVOR - Introductions by Dean Glynn

    a. Miss Mary Albertson, Chairman, Science Department
    b. Mr. Robert Batson, Chairman, Business Administration
    c. Dr. Samuel Bottosto, Chairman, Social Science Department
    d. Mr. Watson B. Duncan, III, Chairman, English Department
    e. Mrs. Elisabeth Erling, Chairman, Health and Physical Education and Home Economics Department
    f. Mr. Robert Meachem, Chairman, Department of Math and Engineering Technology
    g. Miss Letha Madge Royce, Chairman, Fine Arts Department
    h. Miss Lillian Smiley, Chairman, Nursing Department

2. UNDECIDED GROUP
    a. Dean Glynn
    b. Mr. Weston
    c. Mrs. Crockett

ORIENTATION COMMITTEE: Mrs. Erling, Mr. Galbraith, Mr. Meachem, Mr. Payne, Dean Glynn, Chairman